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ABSTRACT

This fourth revision of the Affirmative Action Plan (AAP) of the National Education Association (NEA) outlines NEA policy and regulations and incorporates quantitative information on current NEA employment levels and hiring goals for women and minorities. A brief policy statement is followed by a review of objectives, including the general objectives of employing minorities in percentages at least equal to their representation in the labor forces from which NEA seeks applicants, and employing disabled persons whenever possible. A responsibility assignment section states that all members of NEA management staff share the responsibility for AAP implementation and details the specific responsibilities of the director of employee relations for administering, monitoring, and assessing management compliance. Current utilization percentages of women and minorities compared to objectives within six job categories--executive, managerial, professional, technical support, administrative and clerical support, and trades and crafts--are summarized in tables, as are annual goals for categories in which underutilization occurs. Implementation practices and procedures including guidelines for recruitment, selection, promotion, community action, advertising in NEA publications, and purchasing are given. A reporting system to assist AAP evaluation is described briefly, and an appendix shows the distribution of job titles within job categories. (MJL)

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EXECUTIVE OFFICE

NATIONAL EDUCATION ASSOCIATION • 1201 16th St., N.W., Washington, D C 20036 • (202) 833-4000

WILLARD H. McGUIRE, President
BERNIE FREITAG, Vice President
MARY HATWOOD FUTRELL, Secretary-Treasurer

TERRY HERNDON, Executive Director

February 1, 1983

MEMORANDUM

TO: NEA Governance and Staff

FROM: Terry Herndon
Executive Director

RE: Revision of Affirmative Action Plan

The National Education Association (NEA) is firmly committed to the principles of non-discrimination and affirmative action to assure equal opportunity for minorities, women, the handicapped, and other affected classes in all categories of employment. NEA governance has on many occasions reaffirmed its commitment to affirmative action.

This fourth edition of the Affirmative Action Plan is the result of a thorough review of the previous plan, NEA's accomplishment in this area, and changes mandated by federal statutes and regulations.

The Plan is being distributed to NEA governance, management, staff, and representatives of the bargaining units. Single copies may be made available to others on request.

It is the responsibility of the Director of Employee Relations to implement, administer, monitor, and assure compliance with the Plan. However, it is the responsibility of all NEA management staff to insure the consistent and equitable application of its provisions.

We are pleased with the cooperation we have received in the area of affirmative action, and feel confident that with continued strict adherence to the provisions of the Plan, we will be able to build on the momentum which has now been established.

THE AFFIRMATIVE ACTION PLAN

FOR THE

NATIONAL EDUCATION ASSOCIATION

I. POLICY

It is the policy of the National Education Association (NEA) to take affirmative action to achieve equal opportunity in all personnel actions and procedures, including, but not limited to recruitment, hiring, training, transfer, promotion, compensation, and other benefits.

Special effort in recruitment and employment of qualified applicants shall be taken to include minorities, women, handicapped, disabled veterans and veterans of the Vietnam era, and to overcome any underutilization of minorities and women. Efforts to insure access and reasonable accommodation of handicapped workers and disabled veterans shall be taken in regard to any position for which an employee or applicant is qualified.

Each executive and management staff person is required to adhere to this policy and affirmative action procedures in his/her assigned area of responsibility. Overall administration and monitoring of this policy is assigned to the Director of Employee Relations who shall report progress, problems, and concerns to the Executive Director.

II. STATEMENT OF OBJECTIVES

The general objective of NEA's Affirmative Action Plan (AAP) is to employ minorities[1] in percentages at least equal to their representation in the population and women in percentages at least equal to their representation in the respective labor forces from which NEA seeks job applicants and/or as defined by the NEA Board of Directors.[2] Specifically, NEA has placed each of its authorized positions into one of six position categories based on general functions and responsibilities.[3] With respect to these categories, NEA seeks to achieve the following objectives:

1. Employment of minorities in numbers proportional to their representation in the national population, and employment of women in numbers as defined by the NEA Board of Directors in the following categories:

executive
managerial
professional

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[1]The term minorities, when used in this document, refers to Black, American Indian/Alaska Native, Chicano-Hispano and Asian/Pacific Islander.

[2]The NEA Board of Directors has taken the position that a goal of at least 50 percent female staff representation be established.

[3]See Appendix for description of NEA job categories and job titles.

Under this objective, the percentages of minorities[4] and women to be employed at the NEA are as follows:

Black	12%
American Indian/Alaska Native	1%
Asian/Pacific Islander	2%
Chicano-Hispano	7%
Women	50%

2. Employment of minorities and women in numbers proportional to their representation in the population and/or workforce of the Washington, D.C. metropolitan area, or as defined by the NEA Board of Directors in the following categories:

technical support
administrative and clerical support
trades and crafts

Under this objective, the percentages of minorities and women to be employed at NEA are as follows:

Black	28%
American Indian/Alaska Native	1%
Asian/Pacific Islander	3%
Chicano-Hispano	3%
Women	50%

3. Disabled veterans and other persons with handicapping conditions are to be employed whenever possible. In order to encourage and promote consideration for and employment of this affected class, the NEA will:

A. provide opportunity for all employees and applicants to identify themselves as disabled or handicapped; to indicate special skills, methods and procedures which qualify them for positions for which they otherwise might not be considered; to identify any facility or other accommodations that would assist them in effective performance of their work, and

B. identify and utilize the resources of social service and other agencies that can assist NEA's efforts by referring applicants with handicapping conditions; and/or assist in the identification of NEA positions that can be successfully performed by disabled or handicapped persons.

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[4]Figures for minorities are derived from publications of U.S. Bureau of Census.

4. All purchasing is placed with persons and firms that demonstrate that they are equal opportunity employers.

III. RESPONSIBILITY ASSIGNMENT

The Executive Director of the NEA has assigned the responsibility for implementation of the AAP to all members of the management staff. The Director of Employee Relations has specific responsibility for administering, monitoring, and assuring management compliance with this program. The Director's responsibilities include, but are not limited to:

1) Development of programs and dissemination of information relating to equal employment and affirmative action policies;
2) Identification and resolution of alleged discrimination;
3) Recommendations to managers regarding area(s) in which emphasis is needed when filling vacancies;
4) Monitoring selection practices of managers; and
5) Development and implementation of a reporting system to measure the effectiveness of the AAP and to indicate areas requiring action.

In monitoring the selection practices of managers, the Director of Employee Relations reviews:

1) Applicant data for purpose of comparing the percentages of minorities and females among the applicants actually hired;
2) All interview procedures to determine whether biases in the interviewers or interview techniques are adversely affecting minority, female, veteran, or handicapped applicants; and
3) All recommendations for appointments, reclassifications, promotions, transfers, dismissals, layoffs, recalls, and performance evaluations to insure that no discriminatory actions occur.

NEA managers are expected to make every reasonable effort to fulfill goals and timetables set for their areas. Any problems which arise between the Director of Employee Relations and managers with respect to the operation of this plan will be referred to the Executive Director or his designee for resolution before any action is taken.

Because current collective bargaining contracts between NEA and organizations representing NEA employees contain provisions which deal with the posting of vacancies and other aspects of employment, the Director of Employee Relations will appropriately involve the employee organizations in developing acceptable methods for insuring promotional opportunities for women, minorities, veterans, and handicapped individuals. In implementing the AAP, NEA will continue to fulfill its obligations under the collective bargaining contracts to which it is subject.

IV. UTILIZATION ANALYSIS

Tables I thru IV present the current utilization percentage of minorities and women compared to objectives within each of the six job categories. Underutilizations, if any, are also shown.

V. ANNUAL GOALS

On the basis of NEA's achievement toward meeting overall objectives as described in Section II of this document, the Director of Employee Relations shall establish annual goals for each job category where underutilization of minorities and/or women exists. The process for establishing these is:

1. Anticipated employment/placement opportunities shall be determined. In consultation with managers, employment opportunities resulting from anticipated terminations, promotions, turnover history, and/or new positions shall be determined for each area.

2. Where underutilization of affected classes occurs in any job category, numerical goals shall be established based on projected placement opportunities, objectives, workforce availability, and population data.

Current annual goals are described in Table V.

HOW TO READ THE UTILIZATION ANALYSIS TABLES:

Note the numbers in the top left hand box of Table 1. The first number (12.0) is the percentage objective for Black Executives at the NEA. The second number (16.7) indicates the percentage of Executives who are Black. The third row is (—) indicating that the NEA has met or exceeded its objectives for this category. The fourth and fifth numbers indicate actual number of Black males and females in this category.

For purposes of Affirmative Action, the NEA is organized into three major administrative areas: Program, Affiliate Services, and Administration. The employment objectives of the respective areas are shown in Tables II, III, and IV.

IV. UTILIZATION ANALYSIS

TABLE I

COMPARISON OF TOTAL NEA EMPLOYMENT OBJECTIVES WITH CURRENT NEA EMPLOYMENT UTILIZATION BY RACE AND SEX WITHIN JOB CATEGORY
1/24/83

		MINORITY GROUP				SEX	
		Black	Asian/Pacific Islander	Amer. Indian/ Alaska Native	Chicano-Hispano	Women	Total Number
Executive	% Obj.	12.0	2.0	1.0	7.0	50.0	
	% Utl.	16.7	.0	.0	.0	16.7	
	% Diff.	--	-2.0	-1.0	-7.0	-33.3	
	# Male	2	0	0	0		15
	# Female	1	0	0	0	3	3 / 18
Management	% Obj.	12.0	2.0	1.0	7.0	50.0	
	% Utl.	23.7	2.1	.0	1.0	41.2	
	% Diff.	--	--	-1.0	-6.0	- 8.8	
	# Male	10	1	0	1		57
	# Female	13	1	0	0	40	40 / 97
Professional	% Obj.	12.0	2.0	1.0	7.0	50.0	
	% Utl.	14.8	4.0	1.1	5.7	40.9	
	% Diff.	--	--	--	-1.3	- 9.1	
	# Male	12	3	1	8		104
	# Female	14	4	1	2	72	72 / 176
Technical Support	% Obj.	28.0	3.0	1.0	3.0	50.0	
	% Utl.	52.6	10.5	.0	.0	21.1	
	% Diff.	--	--	-1.0	-3.0	-28.9	
	# Male	8	2	0	0		15
	# Female	2	0	0	0	4	4 / 19
Administrative Clerical Support	% Obj.	28.0	3.0	1.0	3.0	50.0	
	% Utl.	50.9	4.2	1.4	4.6	88.4	
	% Diff.	--	--	--	--	--	
	# Male	19	2	0	0		25
	# Female	91	7	3	10	191	191 / 216
Trades and Crafts	% Obj.	28.0	3.0	1.0	3.0	50.0	
	% Utl.	77.3	.0	.0	.0	.0	
	% Diff.	--	-3.0	-1.0	-3.0	-50.0	
	# Male	17	0	0	0		22
	# Female	0	0	0	0	0	0 / 22
Total	#	189	20	5	21	310	548
	%	34.5*	3.6*	.9*	3.8*	56.6*	

*Percent of total NEA employees
-Indicates NEA has met or exceeded AAP objectives

TABLE II

COMPARISON OF PROGRAM EMPLOYMENT OBJECTIVES WITH CURRENT PROGRAM EMPLOYMENT UTILIZATION BY RACE AND SEX WITHIN JOB CATEGORY
1/24/83

		MINORITY GROUP				SEX	
		Black	Asian/Pacific Islander	Amer. Indian/ Alaska Native	Chicano-Hispano	Women	Total Number
Executive	% Obj.	12.0	2.0	1.0	7.0	50.0	
	% Utl.	14.3	0	.0	.0	28.6	
	% Diff.	--	-2.0	-1.0	-7.0	-21.4	
	# Male	0	0	0	0		5
	# Female	1	0	0	0	2	2 / 7
Management	% Obj.	12.0	2.0	1.0	7.0	50.0	
	% Utl.	27.6	0	.0	3.4	41.4	
	% Diff.	--	-2.0	-1.0	-3.6	-8.6	
	# Male	3	0	0	1		17
	# Female	5	0	0	0	12	12 / 29
Professional	% Obj.	12.0	2.0	1.0	7.0	50.0	
	% Utl.	18.1	4.8	1.2	3.6	56.6	
	% Diff.	--	0	--	-3.4	--	
	# Male	5	1	1	2		36
	# Female	10	[illegible]	0	1	47	47 / 83
Technical Support	% Obj.	28.0	3.0	1.0	3.0	50.0	
	% Utl.	50.0	0	.0	.0	50.0	
	% Diff.	--	-3.0	-1.0	-3.0	--	
	# Male	1	0	0	0		2
	# Female	1	0	0	0	2	2 / 4
Administrative Clerical Support	% Obj.	28.0	3.0	1.0	3.0	50.0	
	% Utl.	46.8	3.8	1.3	6.3	97.5	
	% Diff.	--	--	--	--	--	
	# Male	1	1	0	0		2
	# Female	36	2	1	5	77	77 / 79
Trades and Crafts	% Obj.						
	% Utl.						
	% Diff.						
	# Male						
	# Female						
Total	#	63	7	2	9	140	202
	%	31.2*	3.5*	1.0*	4.5*	69.3	

*Percent of total Program employees
-Indicates NEA has met or exceeded AAP objectives

TABLE V

SUMMARY OF NEA EMPLOYMENT UTILIZATION, ANTICIPATED VACANCIES AND EMPLOYMENT GOALS BY SEX AND MINORITY GROUP FOR EACH JOB CATEGORY

1/24/82

	ALL EMPLOYEES			EMPLOYEES MINORITY MALE				EMPLOYEES MINORITY FEMALE					GOALS				
	Total	Male	Female	Black	Asian/ Pacific Islander	Amer. Indian/ Alaska Native	Chicano-Hispano	Black	Asian Pacific Islander	Amer. Indian/ Alaska Native	Chicano-Hispano	Job Openings*	Black	Asian/ Pacific Islander	Amer. Indian/ Alaska Native	Chicano-Hispano	Female
Executive	18	15	3	2	-	-	-	1	-	-	-	2	-	-	-	-	1
Management	97	57	40	10	1	-	1	13	1	-	-	9	-	1	1	2	2
Professional	176	104	72	12	3	1	8	14	4	1	2	12	-	-	1	1	4
Technical Support	19	15	4	8	2	-	-	2	-	-	-	5	-	-	1	1	2
Adm./Clerical Support	216	25	191	19	2	-	-	91	7	3	10	9	-	1	1	2	-
Trades and Crafts	22	22	-	17	-	-	-	-	-	-	-	1	-	-	-	-	1
TOTAL	548	238	310	68	8	1	9	121	12	4	12	38	-	2	4	6	10

*Includes projected vacancies based on attrition (retirements, promotions and turnover history).

VI. IMPLEMENTATION PRACTICES AND PROCEDURES

1. Recruitment

The Office of Employee Relations is responsible for recruiting qualified minority, female, veteran, and handicapped applicants to fill vacant positions. Specifically, Employee Relations will establish and maintain relationships with organizations which can assist NEA in recruiting these and other affected classes, and shall maintain a current list of such organizations and referral sources to which vacancy notices will be sent.

Current NEA employees will be encouraged to inform friends, professional colleagues, and other acquaintances of vacancies and of NEA's interest in employing members of all affected classes. In advertising positions, Employee Relations will utilize media sources with large minority audiences. All advertisements will indicate that the NEA is an equal opportunity employer.

Job orders placed with employment agencies and other organizations will indicate that NEA is making an affirmative effort to employ minorities, women, handicapped, and other affected classes. Copies of the AAP are available to employees and applicants.

2. Selection Procedures

In order to insure that position qualifications are job related, they will be reviewed by Employee Relations with the appropriate manager prior to recruitment.

Tests purporting to measure intelligence or personality characteristics will not be used in the assessment of applicants. Tests designed to measure knowledge and/or technical skills, such as typing and shorthand speeds, will be used when such factors are appropriate to the position. Employee Relations will maintain an equitable retesting policy for applicants who do not initially meet the skills requirements.

3. Promotion Opportunities

Announcement of vacant positions shall be posted and/or communicated to all staff.

Career counseling and performance evaluation programs are essential elements in enlarging promotional opportunities. NEA will maintain such programs in order to identify and develop the special capabilities and interests of its employees in the affected classes.

Individual NEA-sponsored training programs are available to all employees whose personal interests and performance records commend development in areas related to NEA employment needs.

4. Community Action

In addition to internal programs, NEA will support and assist the larger community through participation in programs designed to improve opportunities for minorities, women, handicapped and other affected classes.

TABLE III

COMPARISON OF ORGANIZATIONAL DEVELOPMENT EMPLOYMENT OBJECTIVES WITH CURRENT AFFILIATE SERVICES EMPLOYMENT UTILIZATION BY RACE AND SEX WITHIN JOB CATEGORY
1/24/83

		MINORITY GROUP				SEX	
		Black	Asian/Pacific Islander	Amer. Indian/ Alaska Native	Chicano-Hispano	Women	Total Number
Executive	% Obj.	12.0	2.0	1.0	7.0	50.0	
	% Utl.	.0	.0	.0	.0	.0	
	% Diff.	-12.0	-2.0	-1.0	-7.0	-50.0	
	# Male	0	0	0	0		1**
	# Female	0	0	0	0	0	0
							1
Management	% Obj.	12.0	2.0	1.0	7.0	50.0	
	% Utl.	22.6	3.2	.0	.0	22.6	
	% Diff.	--	--	-1.0	-7.0	-27.4	
	# Male	4	1	0	0		24
	# Female	3	0	0	0	7	7
							31
Professional	% Obj.	12.0	2.0	1.0	7.0	50.0	
	% Utl.	13.6	1.5	1.5	4.5	22.7	
	% Diff.	--	- .5	--	-2.5	-27.3	
	# Male	5	1	0	3		51
	# Female	4	0	1	0	15	15
							66
Technical Support	% Obj.						
	% Utl.						
	% Diff.						
	# Male						
	# Female						
Administrative Clerical Support	% Obj.	28.0	3.0	1.0	3.0	50.0	
	% Utl.	41.2	5.9	.0	2.9	97.1	
	% Diff.	--	--	-1.0	- .1	--	
	# Male	0	1	0	0		1
	# Female	14	1	0	1	33	33
							34
Trades and Crafts	% Obj.						
	% Utl.						
	% Diff.						
	# Male						
	# Female						
Total	#	30	4	1	4	55	152
	%	22.7*	3.0*	.8*	3.0*	41.7*	

*Percent of total Organizational Development employees
--Indicates NEA has met or exceeded AAP objectives
**There is only one position in the executive category in Organizational Development, hence an Employment objective in terms of numbers of minorities and women should be interpreted accordingly.

TABLE IV

COMPARISON OF ADMINISTRATION EMPLOYMENT OBJECTIVES WITH CURRENT ADMINISTRATION EMPLOYMENT UTILIZATION BY RACE AND SEX WITHIN JOB CATEGORY
1/24/83

		MINORITY GROUP				SEX	
		Black	Asian/Pacific Islander	Amer. Indian/ Alaska Native	Chicano-Hispano	Women	Total Number
Executive	% Obj.	12.0	2.0	1.0	7.0	50.0	
	% Utl.	20.0	.0	.0	.0	10.0	
	% Diff.	--	-2.0	-1.0	-7.0	-40.0	
	# Male	2	0	0	0		9
	# Female	0	0	0	0	1	1
							10
Management	% Obj.	12.0	2.0	1.0	7.0	50.0	
	% Utl.	21.6	2.7	.0	.0	56.8	
	% Diff.	--	--	-1.0	-7.0	--	
	# Male	3	0	0	0		16
	# Female	5	1	0	0	21	21
							37
Professional	% Obj.	12.0	2.0	1.0	7.0	50.0	
	% Utl.	7.4	7.4	.0	14.8	37.0	
	% Diff.	-4.6	--	-1.0	--	-13.0	
	# Male	2	1	0	3		17
	# Female	0	1	0	1	10	10
							27
Technical Support	% Obj.	28.0	3.0	1.0	3.0	50.0	
	% Utl.	53.3	13.3	.0	.0	13.3	
	% Diff.	--	--	-1.0	-3.0	-36.7	
	# Male	7	2	0	0		13
	# Female	1	0	0	0	2	2
							15
Administrative Clerical Support	% Obj.	28.0	3.0	1.0	3.0	50.0	
	% Utl.	57.3	3.9	1.9	3.9	78.6	
	% Diff.	--	--	--	--	--	
	# Male	18	0	0	0		22
	# Female	41	4	2	4	81	81
							103
Trades and Crafts	% Obj.	28.0	3.0	1.0	3.0	50.0	
	% Utl.	77.3	.0	.0	.0	.0	
	% Diff.	--	-3.0	-1.0	-3.0	-50.0	
	# Male	17	0	0	0		22
	# Female	0	0	0	0	0	0
							22
Total	#	96	9	2	8	115	214
	%	44.9*	4.2*	.9*	3.7*	53.7*	

*Percent of total Administration employees
--Indicates NEA has met or exceeded AAP objectives

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5. Advertising in NEA Publications

Outside advertisements to be placed in any of NEA's publications will not be accepted if the contents may be construed as discriminatory toward any affected classes.

6. Purchasing

All suppliers of goods and services are required to certify prior to selection that the "business or organization or any part thereof does not discriminate in regard to hiring, firing, or other conditions of employment on the basis of race, color, religion, sex, or national origin."

In addition, the NEA participates in Project Equality—a nationwide interfaith program for equal employment opportunity—enabling religious and other non-profit organizations and institutions to support equal opportunity employers with their purchasing. The Project Equality Buyer's Guide and Equal Employment Opportunity (EEO) validation service are used to select and/or encourage hotels and other suppliers to take appropriate affirmative action to achieve equal employment.

VII. REPORTING AND EVALUATION

A reporting system to measure progress and assist affirmative action planning and evaluation includes:

1. A record of applicant flow for each employment opening to evaluate whether adequate numbers of applicants of affected classes are being received. Review and development of additional recruitment sources shall be made when applicant flow is not adequate. Statistical data summarizing applicant flow will be compiled at least quarterly or as needed.

2. Records of new hires, transfers, promotions, and terminations by race, sex, handicapped and veteran status will be maintained. This data will be evaluated with applicant flow and utilization pattern to determine if adequate results are being achieved or if additional efforts are needed to reach goals and objectives.

3. A utilization analysis by NEA job category for Total NEA (Table I), Program (Table II), Affiliate Services (Table III), and Administration (Table IV) will be provided periodically (normally quarterly) to each manager, for review of current status and progress toward goals.

4. Performance evaluation of managers will include evaluation of EEO results in the manager's area of responsibility.

5. An annual report including Tables I-V and other appropriate data shall be provided to the NEA Board of Directors, bargaining unit leadership, and staff. The report shall include a narrative summary comparing established goals with progress made, and areas requiring attention.

APPENDIX

DISTRIBUTION OF JOB TITLES WITHIN NEA JOB CATEGORIES

DISTRIBUTION OF JOB TITLES WITHIN NEA JOB CATEGORIES

JOB CATEGORY 1

EXECUTIVE—The Executive category includes top level positions with broad responsibility for setting policies, establishing aims, allocating resources, and directing the operation of major segments of the Association's overall program. Positions in this category are those of Director and above, including the position of Executive Assistant.

Executive Director - E
Deputy Executive Director - E
Assistant Executive Director - E
Director - E
Executive Assistant - E
Deputy General Counsel - E
Special Assistant - E

JOB CATEGORY 2

MANAGERIAL—The managerial category includes positions with responsibility for directing a segment of the Association's program, including responsibility for managing the personnel and financial resources assigned to the segment. Positions in this category include those of Regional Director, Associate Director, and Assistant Director.

Regional Director - E
Assistant Regional Director - E
Associate Director - E
State Executive Director - E
Associate General Counsel - E
Assistant Director - E
Manager - E
Assistant Manager - E

JOB CATEGORY 3

PROFESSIONAL—The professional category includes positions in occupations that are generally recognized as "professional" and that require specialized knowledge and abilities normally acquired through formalized educational curriculum and/or highly specialized institutional experience external to NEA. Professional licensure, certification or educational credentials are usually essential prerequisites for these occupations. Examples of positions in this category include: Accountant, Editorial Specialist, Research Specialist, and Writer.

Accountant - E
Archivist - E
•Attorney - E
Communications Coordinator - E
Communications Specialist A - E
Communications Specialist B - E
Communications Specialist C - E
Computer Network Analyst - E
Data Base Specialist - E

•Confidential E - Exempt N - Non-exempt

JOB CATEGORY 3—*Continued*

•••Economic & School Finance Spec - E
Economic Benefits Specialist A - E
Economic Benefits Specialist B - E
Economic Benefits Specialist C - E
Editorial Specialist A - E
Editorial Specialist B - N
Government Relations Analyst - E
•••Government Relations Spec - E
•••Human & Civil Rights Spec - E
Information Specialist A - E
Information Specialist B - E
Intergovernmental Relations Spec - E
Inquiry Specialist - E
Legal Services Specialist - E
Legislative Specialist - E
•••Membership Publication Spec - E
Organization Specialist - E
Organizational Specialist - E
••Personnel Specialist - E
Political Action Specialist - E
Political Education Specialist - E
Production Specialist - E
•••Program Development Spec A - E
•••Program Development Spec B - E
Programmer Analyst - E
•••Publications Marketing Spec - E
Research Specialist A - E
Research Specialist B - E
Research Specialist C - E
Retirement Specialist - E
Senior Systems Analyst - E
Statistical Specialist - E
Systems Analyst - E
Writer A - E
Writer B - E
Writer C - E

JOB CATEGORY 4

TECHNICAL SUPPORT—The technical support category includes positions in administration and technical occupations that generally require specialized knowledge and ability acquired either through on-the-job training and experience or in some instances through formal education. Generally, licensure, certification, or education credentials are not prerequisites although an associate or baccalaureate degree in any of a variety of subject matter fields may be deemed highly desirable. Examples of positions in this category include those of Photographer.

Audio-Visual Technician A - N
Audio-Visual Technician B - N
Audio-Visual Technician C - N
Applications Programmer - E
Computer Operator A - N
Computer Operator B - N
Computer Operator C - N
Licensed Practical Nurse - N
Photographer A - E
Production Control Specialist - N
Programmer A - E
Programmer B - E
Senior Systems Programmer - E
Systems Programmer - E
User Support Technician - N
Telephone Services Technician - N

JOB CATEGORY 5

ADMINISTRATIVE AND CLERICAL SUPPORT—The administrative and clerical support category includes occupations of a clerical or secretarial nature requiring specific knowledge and abilities generally learned

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••Special Confidential
•••Accepted Abbreviation
E - Exempt
N - Non-exempt

JOB CATEGORY 5—*Continued*

on the job and sometimes in specialized training courses. Examples of positions in this category include: Accounting Assistant, Office Assistant, Secretary, and Statistical Assistant.

Accounting Assistant A - N
Accounting Assistant B - N
Accounting Assistant C - N
Auxiliary Equipment Operator - N
Building Attendant - N
Communications Technician - N
Computer Tape Librarian - N
Convention Assistant - N
•••Convention & Conference Asst - N
Data Control Clerk - N
Data Entry Operator A - N
Data Entry Operator B - N
Data Entry Operator C - N
•••Duplicating Equip Operator - N
Financial Assistant - N
•Governance Recorder - N
Housekeeper - N
Information Assistant - N
Information Services Assistant - N
Insurance Assistant - N
Library Technician - N
Mail Clerk A - N
Mail Clerk B - N
Mailroom Assistant - N
Membership Assistant A - N
Membership Assistant B - N
Membership Assistant C - N
Membership Convention Assistant - N
Membership Information Assistant - N
Membership Production Assistant - N
Membership Technician - N
Office Assistant A - N
Office Assistant B - N
Office Assistant C - N
Office Supply Assistant A - N
Office Supply Assistant B - N
•Personnel Assistant A - N
•Personnel Assistant B - N
•Personnel Assistant C - N
Photo Composition Operator - N
Printing Assistant - N
Production Assistant A - N
Production Assistant B - N
Production Assistant C - N
Promotion Assistant - N
Publications Assistant - N
Purchasing Assistant - N
Receptionist - N
Research Assistant A - N
Research Assistant B - N
Secretary A - N
Secretary B - N
Secretary C - N
Staff Assistant - E
Statistical Assistant A - N
Statistical Assistant B - N
Word Processing Operator A - N
Word Processing Operator B - N

JOB CATEGORY 6

TRADES AND CRAFTS—The trades and crafts category includes occupations of a trade, craft, laboring, or manual-work nature requiring skills and abilities generally acquired through on-the-job or apprenticeship training as appropriate. Examples include: Licensed Engineer, Mechanic, Printing Equipment Operator.

Apprentice Engineer - N
Assistant Chief Engineer - N
Chief Engineer - N
Chief Mechanic - N
Engineer's Helper - N
General Maintenance Worker - N
Licensed Engineer - N
Mechanic - N
Printing Equipment Operator - N

•Confidential
•••Accepted Abbreviation

E - Exempt N - Non-exempt